

MINUTES
GREEN BAY TRANSIT COMMISSION
Wednesday, September 24, 2014
901 University Avenue, Commission Room
8:15 a.m.

MEMBERS PRESENT: Roger Kolb, Chair; John Withbroe, Vice Chair; Alderman Randy Scannell, Kevin Kuehn and Ron Antonneau

MEMBERS EXCUSED: Scottie Corrigan, Secretary; and David Harp

OTHERS PRESENT: Patty Kiewiz, Transit Director; Essie Fels, Recording Secretary; Pam Manley, Business Grant Manager; Larry Sterckx, Mechanic Foreman; Bruce Desotelle, Operations Supervisor; Lisa Conard, Brown County Planning; Vincent Caldara, MV General Manager; Bill Meindl, Green Bay Development News; Dave Nennig, Chris Braatz, Cindy Tappy, Lisa Kandziora, and April Herlache

1. Call the meeting to order

Chair R. Kolb called the meeting to order at 8:20 a.m.

2. Approval of Agenda

J. Withbroe made a motion to approve the September 24, 2014 amended agenda. R. Scannell seconded the motion. Motion carried.

3. Approval of the minutes of the August 20, 2014 meeting

J. Withbroe made a motion to approve the minutes from the August 20, 2014 meeting. R. Scannell seconded the motion. Motion carried.

4. Update: 2015 Budget

P. Kiewiz commented that Pam and I have completed the 2015 budget. We are meeting with the Mayor this week to make sure we are on task. The budget is expected to come in pretty much the same as last year. We have had some increases in different areas. We are proposing an increase in agency fare. We will be starting the public process for the agency fare increase.

A little background back in 2011, there was some legislation changes that now allow transit to charge agency's that receive federal transportation dollars additional charges for paratransit services. Obviously, we are trying to prevent some of that cost shifting onto public transit. The door to door trip for paratransit is \$3.00 one-way; that is governed by the FTA; we can only charge twice the normal cash fare of the fixed route, however, to agencies we can charge up to full cost of the trip; which currently for Metro is roughly \$25.00. Currently, we are charging an agency fare of \$8.00. We will be proposing to change that to a two tier plan for 2015 increasing \$13.00 for January 1, 2015 and \$18.00 for July 1, 2015.

K. Kuehn asked if there is any reason why Metro wouldn't charge the full fare.

P. Kiewiz commented no we can charge the full fare, but I feel we would like to keep it fair. However, we are out for RFP right now for our paratransit provider. I am not sure what those rates are going to come in at. Patty has met with Brown County Human Services they are aware of the fare increase going forward.

5. Action: Approval of the Janitorial Services

P. Kiewiz stated the janitorial contract is currently up in December. Staff's recommendation is to award to the lowest responsive bidder.

R. Kolb inquired who currently cleans right now.

P. Kiewiz stated our current provider is ProOne Janitorial Services, which they kind of subcontract to another individual that preforms the services. The recommended company is Eastco Building Services, they actual do the cleaning for the new VA Clinic. Their references were phenomenal.

P. Kiewiz introduced Cindy Tappy as well as informed the Commissioner's that Cindy had taken on her very first RFP with City Purchasing. She did an awesome job and wants to take this time to thank her for all her efforts.

K. Kuehn made a motion to award the janitorial services to United Facility Services Corp. dba EASTCO Building Services for the amount of \$78,756. R. Scannell seconded the motion. Motion carried.

6. Action: Approval of the Transit Table of Organization

P. Kiewiz stated we were hoping to have the table of organization completed for this meeting. We are running a bit tight on schedule, so we will have a complete update for next meeting.

P. Kiewiz stated she would like to take this time to introduce a new hire; the Operations Supervisor position to assist in operations. Bruce Desotelle, today is first day. Bruce comes to us with quite a bit of management experience.

B. Desotelle thanked the Commissioners for allowing him to speak. He stated he has 31 years of retail management experience. Predominantly, 26 years with Kohl's Department Store, tried to transition out of a retail career. I am very excited to here working with Patty, Chris, Drivers and the City; along with supporting Patty in her new role and making Metro, hopefully, the best in its class.

7. Finance

P. Manley stated in your packets you will find the operating expenses report for July. She gave a brief overview of the revenue and expense reports. P. Manley stated that if the Commission would have any questions, she would be happy to address them.

8. Operational Reports

P. Manley stated in your packets you will find the operating report. She gave a brief overview of the ridership report. P. Manley stated if the Commission would have any questions, she would be happy to address them.

K. Kuehn inquired as to why ridership seems to go down during the summer months.

P. Kiewiz stated that is typical for transit; people are more apt to walk or bike due to nicer weather. We do have some decrease ridership due to eliminating transfers up at the Plaza.

K. Kuehn stated that he would expect transit ridership to increase as unemployment rates drop.

P. Kiewiz commented we would hope and expect to see more ridership. Looking backwards, Metro had gone to electronic fare boxes back in 2009, so the data before that date is a little sketchy for us.

P. Kiewiz and L. Conard confirmed this. L. Conard noted that employment opportunities for low-wage / part-time work can particularly result in higher demands for transit services.

K. Kuehn asked about ridership on Green Saturday (free rides all day).

P. Kiewiz stated ridership increased significantly when the Green Saturday program began. Saturday ridership levels continue to be high.

K. Kuehn stated he would like Metro staff to explore fare structure options such as offering free rides during non-peak periods. Increasing ridership is a priority. Collecting a small fare is not as important.

P. Kiewiz stated Metro staff has internally discussed these types of strategies.

L. Conard noted that she has read several papers/case studies regarding the benefits and drawbacks of fare free transit systems. Most notably, fare collection systems need not be purchased and maintained and the system saves a significant amount of staff time by not having to process multiple fareboxes, count money, make trips to the bank, etc. However, one of the drawbacks experienced by systems going free fare was an increase in vandalism. It is theorized that fare paying passengers take ownership in the system and people who ride for free tend not to be as invested.

J. Withbroe inquired if Metro had any plans for future marketing.

P. Kiewiz stated Essie has been working on some big projects, so we will have an update at our next meeting.

9. Directors Report

P. Kiewiz stated she had a few items to update the Commissioners:

Patty went as a representative for WURTA-Wisconsin Urban Rural Transit Association. From a transit prospective that was great and a great learning experience. There is a lot of different things are going on with the transportation funding, so we need to stay focused. It is an ongoing issue to keep transit in the transportation fund versus the general fund.

Patty will be attending WURTA Annual State Conference on Sunday, September 28, 2014 through Tuesday, September 30, 2014. She will give an update on the conference at our next meeting.

The city is going to a new finance system, which will kick off next week Wednesday, October 1, 2014. This system will help streamline and find some efficiency and eliminate some of our spreadsheets.

Patty stated with the Paratransit RFP; Metro only received one (1) bid, which was the current paratransit provider. We are in discussions on our end and with the FTA, the rules change when we only have one (1) responsive bidder. She will keep the Commissioners informed as we go through this process.

K. Kuehn commented he is in favor of Patty and/or any staff involved in professional development in the sake of seeing how other organizations are running and networking; we don't always have to reinvent the wheel.

P. Kiewiz stated on that note at the state conference this coming week. She has been chairing the Operations and Safety Committee for State for the last five (5) years as well as vice-chair the Paratransit Committee for the State. The Chair for the Paratransit Committee as well as me, has made a recommendation to combine those to committees. It will go for membership vote at the conference. Patty doesn't anticipate any issues. We have held elections for the new combined committee. Patty would be happy to announce Essie has been elected to Chair the new combined committee for WURTA.

P. Kiewiz announced the employee of the month for August, is Lisa Kandziora. Lisa has been with Metro since 2005. Lisa has excellent customer service and a great safety record. We appreciate all your hard work and your safe driving, keep up the good job.

K. Kuehn asked Lisa what her favorite part of the job.

L. Kandziora stated it is a great job. I feel very lucky to be a part of it; every day is a challenge.

10. Other Business.

No other matters.

11. Establish the date of the next meeting

The next meeting of the Transit Commission is scheduled for Wednesday, October 15, 2014 at 8:15 a.m.

12. Adjourn.

Motion made by R. Antonneau second by R. Scannell, to adjourn at 8:50 a.m. Motion carried.

Respectfully submitted,

Essie Fels